

OFFICE OF SPECIAL ACTIVITIES  
HQ NOTICE NO. 300-44

ADMINISTRATION  
4 OCTOBER 1963

Obstruction of Corridors and  
Subcorridors

1. Recent fire and safety surveys of the corridors and subcorridors of the Headquarters Building revealed that many of these subcorridors are being used as storage areas for coat hangers, safe files, supply cabinets, bookcases, desks, tables, map cabinets, and many other items.

2. All corridors and subcorridors in the Headquarters Building were designed for emergency use. To clutter these corridors with equipment and material that will seriously impede the emergency evacuation of the areas concerned defeats the existing fire-safety program as well as negate all existing fire safety regulations. With the approach of Fire Prevention Week, 6-12 October 1963, the need for clearing all such corridors is even more highlighted.

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Acting Chief  
Support Division, OSA

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OFFICE OF SPECIAL ACTIVITIES  
HQS DIRECTIVE 300-39

ADMINISTRATION  
24 JUNE 1963

WEEKEND DUTY OFFICERS

1. The Office of Special Activities will have two duty officers for the weekend duty, one for Saturday and a second one for Sunday.


2. The Saturday Duty Officer and Duty Secretary will be physically present for duty between the hours of 0900 and 1300 and will perform functions as outlined in the duty book maintained in the Support Division. For the balance of the day (after 1300 hours) he will continue to function as Duty Officer but physical presence in the office will not be required. However, he will be available to receive phone calls on priority messages from the Headquarters Cable Secretariat as well as our own Signal Center.

3. The Sunday Duty Officer's tour commences at 0001 hours Sunday and ends at the start of business on Monday. His responsibilities will be the same as those described in paragraph 2 except that he will not be required to be physically present in the office during anytime of his duty.

4. In keeping with customary Agency practice, weekend Duty Officers will be required to notify the Headquarters Cable Secretariat (Watch Officer, extension 7551) when they expect to be away from their home phones for any appreciable length of time, at the same time providing a number at which they may be reached during this absence. Similar notice will be given the OSA Signal Center, extension 7185.

5. The Support Division is charged with the responsibility of providing weekend Duty Officers with the duty book and necessary names and phone numbers of key personnel likely to be needed for any action. The weekend Duty Officers will check with the Support Division on Friday for this information.

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JACK C. LEDFORD  
Colonel, USAF  
Assistant Director  
(Special Activities)

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 300-32

ADMINISTRATION  
21 FEBRUARY 1963

FITNESS REPORTS

1. The following memorandum from the Deputy Director, Central Intelligence to all Deputy Directors is quoted in full for your guidance:

"1. You are aware of my concern about our Fitness Reporting system and my determination that we must improve our performance in preparing timely and meaningful reports. I shall expect you to give your personal attention to doing so in your components.

"2. I have instructed the Director of Personnel to develop and to put into effect such mechanical controls and quality reviews as are necessary to identify delinquencies or deficiencies in the operation of our Fitness Reporting system. He will institute immediately procedures for notifying you of any overdue reports in your components which are 60 days or more delinquent and will notify me of those which are delinquent 90 days or more. As you know, I intend to issue a formal reprimand to the official responsible for any report in the 90-day delinquency group unless acceptable reasons have been given for delaying the report.

"3. Immediate and substantial improvement in the preparation of reports when they are due and in full compliance with the technical instructions which accompany the form is but a first step. I regard its accomplishment to be largely a matter of good supervisory discipline. Our second step will be to improve the quality and integrity of these reports and to bring about a high degree of consistency in the application of the rating standards provided in the Fitness Report form. This will not be an easy task and its accomplishment will require that you exercise command leadership in establishing and applying appropriate monitoring techniques in your components. While I expect the Director of Personnel to provide staff leadership in this area, I shall look to you to take the initiative in developing this program in your component and shall expect an early report of your progress in doing so."

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2. Priority attention shall be directed to the preparation of Fitness Reports when they are due. I cannot over-emphasize the importance of prompt action on the part of supervisors to make certain that timely and meaningful reports are prepared in compliance with the provisions of our personnel evaluation program.

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JACK C. LEFORD  
COLONEL, USAF  
Assistant Director  
(Special Activities)

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. NOTICE NO. 300-65

ADMINISTRATION  
27 JANUARY 1965

INSPECTOR GENERAL'S REVIEW OF CERTAIN OSA ACTIVITIES

1. At the request of the DDCI, the Office of the Inspector General, CIA, will conduct a review of certain OSA activities commencing 28 January and continuing for a period of about ten days.

25X1A 2. The review will primarily center around details concerning the loss of Mission C-025-C and pre-mission operational planning procedures and will be conducted by [REDACTED] both of whom are members of the Inspector General's Staff and are cleared for all OSA activities. 25X1A

3. It is requested that all Division and Staff Chiefs, or their Deputies, be available at all times during normal working hours to render whatever assistance is required during this review.

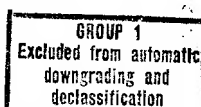
25X1A 4. We have designated [REDACTED] as the focal point for support to [REDACTED]. He will serve as the Liaison Officer between OSA personnel and the Inspector General's representatives. 25X1A

5. Supervisors are asked to limit the knowledge of the Inspector General's review to those essential to its conduct and to impress those who know with a need for not discussing it unnecessarily.

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[REDACTED]  
JAMES A. CUNNINGHAM, JR.  
Deputy Assistant Director  
(Special Activities)

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Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060002-5

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 300-60

ADMINISTRATION  
16 SEPTEMBER 1964

FITNESS REPORTS

1. It has come to my attention that Fitness Reports and Effectiveness Reports in many cases are being prepared several months following the due dates.

2. As you are aware, career planning, career assignments, and promotional possibilities, for both civilian and military personnel are contingent upon the timely submission of these reports.

3. I have placed great emphasis on the preparation of Fitness Reports and Effectiveness Reports in strict compliance with the presently established schedule for their submission, and I urge all supervisors and reviewing officials to give this aspect of personnel administration their immediate attention.

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JACK C. LEDFORD  
Colonel, USAF  
Assistant Director  
(Special Activities)

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OFFICE OF SPECIAL ACTIVITIES  
NQ NOTICE NO. 300-56

ADMINISTRATION  
3 JUNE 1964

Coordination on Information or  
Action Requests from Offices of  
the DCI, DDCI, Executive Director  
or Other Deputy Directors

A recent DD/S&T memorandum dated 20 May 1964,  
subject as above, is cited for information and compliance.

"Henceforth, all communications calling for  
information, coordination, or action received by  
addressees from any of the offices listed will be  
considered as a request on the Directorate itself.  
Accordingly, they will be handled in the follow-  
ing manner:

"a. If receipt of the request by the  
action office does not clearly indicate the  
matter also has been made known to the Office  
of the DD/S&T, the addressees will take im-  
mediate action to make the request a matter  
of record with the Executive Officer.

"b. If the nature of the request calls  
for a reply in writing, that reply will be  
sent to the requesting office through the  
Office of the DD/S&T.

"c. If the matter is so handled that a  
verbal reply is indicated as being sufficient,  
the proposed reply will be coordinated with  
either Dr. Wheelon, [REDACTED]"

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[REDACTED]  
Chief, Support Division  
OSA

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DD/S&T 1404-64

20 MAY 64

**MEMORANDUM FOR:** Assistant Director/Computer Services  
Assistant Director/ELINT  
Deputy Assistant Director/Research  
and Development  
Assistant Director/Scientific Intelligence  
Assistant Director/Special Activities  
Director/Foreign Missile & Space Analysis  
Center

**SUBJECT:** Coordination on Information or Action  
Requests from Offices of the DCI, DDCI,  
Executive Director or Other Deputy  
Directors

Henceforth, all communications calling for information, coordination, or action received by addressees from any of the offices listed will be considered as a request on the Directorate itself. Accordingly, they will be handled in the following manner:

- a. If receipt of the request by the action office does not clearly indicate that the matter also has been made known to the Office of the DD/S&T, the addressees will take immediate action to make the request a matter of record with the Executive Officer.
- b. If the nature of the request calls for a reply in writing, that reply will be sent to the requesting office through the Office of the DD/S&T.

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c. If the matter is so handled that a verbal reply is indicated as being sufficient, the proposed reply will be coordinated with either Dr. Wheelon, [REDACTED]

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[REDACTED]  
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ALBERT D. WHEELON  
Deputy Director  
for  
Science and Technology

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 300-51

ADMINISTRATION  
31 MARCH 1964

WHEREABOUTS OF PERSONNEL WHILE ON LEAVE

1. All personnel are reminded that, in accordance with Agency and established OSA policy, personnel going on annual leave are required to provide a leave address and telephone number in the event it is necessary to contact the employee during his absence.

2. All employees shall keep their supervisors informed of their whereabouts while on leave. Supervisors shall take such measures as are necessary to keep advised of the whereabouts of employees who are on leave.

3. Key personnel will inform their immediate office as well as the office of the Assistant Director of their whereabouts while on leave.

4. This Directive will be brought to the attention of all personnel. Strict compliance with the above will be expected.

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Acting Chief  
Support Division, OSA

OFFICE OF SPECIAL ACTIVITIES  
HQ NOTICE NO. 300-49

ADMINISTRATION  
30 December 1963

CIVIL DEFENSE ALERT SIGNAL

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1. Supplementary to [REDACTED] entitled "Fire Evacuation System" dated 7 November 1963, the attached copy, in part, of [REDACTED] dated 21 May 1962 is hereby furnished to each OSA employee in order to reacquaint personnel with the Civil Defense Alert Signal.

2. In connection with the "Take Cover Signal" OSA personnel are to proceed down emergency stairway No. 2 to Area B - Basement which has been designated our shelter area. Stairway No. 2 is located next to the Registry Branch on the 6th floor; near the main corridor double doors on the 5th floor.

3. Personnel are requested to direct any questions involving either Fire or Civil Defense Alerts to the following designated Senior Corridor Wardens:

6th Floor B Corridor:

Alternate

5th Floor B Sub-Corridor:

Alternate

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[REDACTED]  
*Jn* JACK C. LEDFORD  
COLONEL, USAF  
Assistant Director  
(Special Activities)

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**OFFICE OF SPECIAL ACTIVITIES  
HQ NOTICE NO. 300-46**

**ADMINISTRATION  
14 October 1963**

**OSA FIRE EVACUATION PROCEDURES**

1. Effective this date the following personnel are designated OSA Corridor Wardens for all subsequent fire evacuation drills:

**6th FLOOR B CORRIDOR**

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Senior Corridor Warden  
Alternate

Corridor Warden Stairway #1  
Alternate

Corridor Warden Stairway #2  
Alternate

Corridor Warden Double Doors  
Alternate

**5th FLOOR B SUB-CORRIDOR**

Senior Corridor Warden  
Alternate

Corridor Warden Stairway #1  
Alternate

2. Upon sounding of the fire warning bell those OSA employees assigned to Rooms 6B25 through 6B44 will immediately secure all classified material within their areas and evacuate their offices through Stairway #2 on the 6th floor. They will descend Stairway #2 to the first floor and exit the building via the South Cafeteria entrance.

3. OSA personnel assigned to Rooms 6B-00 through 6B21 will evacuate their offices through Stairway #1 on the 6th floor, descending that stairway to the first floor where they will exit the building via the Southwest Entrance.

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4. OSA personnel assigned to Rooms 5B002 through 5B26 and 5B2806 through 5B2832 will evacuate via Stairway #1 on the 5th floor, descending that Stairway to the first floor where they will exit the building via the Southwest Entrance.

5. It is mandatory that all OSA personnel convene in the South Parking Lot once they have egressed from the building in order to keep all entrances and roads to the building open to convening fire equipment and firemen, in the event of an actual fire.

6. OSA personnel are to assume always that the sounding of the fire bell is a signal to evacuate the building. Testing of the fire bell mechanism by the Safety Office will take place only at night on weekdays, or on Saturdays and Sundays.

7. All designated corridor wardens will be notified in the immediate future by [REDACTED] of the OSA Security Staff as to their explicit assignments and responsibilities.

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*for* JACK C. LEDFORD  
COLONEL, USAF  
Assistant Director  
(Special Activities)

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